

## Geauga County Board of Elections

## REGULAR MEETING

August 11, 2020

## MINUTES

The meeting was called to order by Chairman Ed Ryder at 9:04 A.M. Present were Mr. Dennis Pavella, Mrs. Janet Carson, Mrs. Joan Windnagel, Director Pete Zeigler and Deputy Director Michelle Lane.

Mr. Pavella made a motion to approve the regular meeting minutes of July 16, 2020 as presented. Mrs. Windnagel seconded the motion. All voted: AYE.

Mr. Pavella made a motion to approve payment of the following bills as presented. Mrs. Windnagel seconded the motion. All voted: AYE.

Blue Technologies \$49.50

Kiwanis Lake Community \$375.00

Michelle Lane \$234.56

Michelle Lane \$215.83

Pete Zeigler \$272.27

Quadient \$277.38

Quill \$299.945

Sunrise Springs \$16.40

Quill \$166.48

Quill \$17.49

Quill \$38.58

Triad Governmental Systems Inc. \$21.00

Elections Systems and Software \$850.00

Finance Reports – The Board reviewed the following Campaign Finance Reports. Mr. Pavella made a motion to accept the Campaign Finance Reports as audited and approved by staff. Mrs. Windnagel seconded the motion. All voted: AYE.

**Candidates**

Bear for Trustee – 2020 Semi Annual

Sheila Bevington Campaign Fund – 2020 Post Primary & Amended 2020 Post Primary

Michael Brown, Committee to Elect – 2020 Semi Annual

Campbell, Friends of – 2020 Semi Annual

Joe Cattell, Committee to Elect – 2020 Post Primary and Amended 2020 Post Primary

Holden for Sheriff – 2020 Post Primary & Amended 2020 Post Primary

Mary Brigid Matheney, Friends of – 2020 Semi Annual & Termination

Craig S. Richter, Committee to Elect – 2020 Semi Annual

**PACS**

Citizens for Mental Health – 2020 Semi Annual

Geauga Health District Levy – 2020 Semi Annual

Geaugans Opposed to Additional Taxes and Spending – 2020 Semi Annual

Geauga People for Parks – 2020 Semi Annual

Munson Fire Levy Committee – 2020 Semi Annual

We Care for Kenston – 2019 Annual and 2020 Semi Annual

West Geauga Committee for Quality Education – 2020 Semi Annual

Russell Police Department Levy Committee – 2020 Semi Annual

Discussion followed about chargebacks. Director Zeigler informed the Board regarding the 2019 and 2020 chargebacks explaining that the expenses go to the districts, precincts or jurisdictions. The Auditor will deposit the funds received into our accounts. Mrs. Carson asked if the funds generated go into our Election Account and Director Zeigler responded yes. Director Zeigler explained that charge backs usually are done the first quarter of the year following a General Election but due to the changes in office personel chargebacks were delayed for the 2019 General Election. Mr. Pavella made a motion to approve the chargebacks. Mrs. Windnagel seconded the motion. All voted: AYE.

New refrigerator - Purchasing a new refrigerator was discussed as the current one will not meet the needs of the increased staff for the November Election. Mrs. Windnagel suggested Bloom Brothers or Home Depot and Mrs. Carson stated that refrigerators are much harder to find and more expensive now. Chairman Ryder made a motion to authorize the purchase of a new refrigerator not exceeding seven hundred dollars. Dennis Pavella seconded the motion. All voted: AYE.

Director Pete Zeigler addressed the need for additional computer terminals. He would like to see an additional terminal in the front room and two more terminals in the back main work area. He also suggested that perhaps one be placed in the Conference Room. We currently have eight plus the two for the Board's Poll Worker recruiters. Mr. Pavella moved to approve three more computer terminals with accompanying licenses. Mrs. Windnagel seconded the motion. All voted: AYE.

The office is in need of a new paper shredder as the current shredder finally succumbed to its many issues. Dennis Pavella suggested that the Director and Deputy Director look into a new commercial type shredder as well as on site shredding service companies.

Time Clock - Janet Carson and Joan Windnagel are in favor of a time clock. Discussion followed with many suggestions. The Board was in favor of researching a time clock as it may be helpful not only for full time staff but also for knowing the time when part-time employees come and go. The Board authorized Director Zeigler and Deputy Director Lane to do the research.

Mayfield Church Polling Location - The contract with Mayfield Church for the November 3<sup>rd</sup> Election requires a police officer on site. The Board agreed and Mrs. Carson stated if there is a cost we would request that there be no charge.

Gurney School Polling Location - Director Zeigler informed the Board that the issues with Gurney School have been resolved. He spoke with the Superintendent and we now have a signed and returned contract.

Notre Dame Polling Location – Notre Dame is not allowing a Polling Location anywhere on site. Director Zeigler is waiting for a call from the Pastor of Morningstar Church. He is hoping it would be available to replace Notre Dame as a Polling Location. Hopefully it will be a go, but he is also pursuing other places in case it is not an option.

Other Polling Locations considered and discussed were Kent State and the Berkshire Board of Education. The possibility of adding another precinct to West Woods was discussed. Some precincts may be more difficult to practice social distancing. A Polling Location Notice must be sent for all relocated precincts.

The Board complimented Director Zeigler on his input regarding the League of Women Voters' article in the Maple Leaf Newspaper. Director Zeigler stated the Rotary has also reached out to him and he is pleased as we need to get our information out. Dennis Pavella commented that the more information we put out the less problems we will have.

The Board approved the cost of Pizza for a VLM Appreciation Luncheon on August 13<sup>th</sup>. The purpose of the luncheon was to introduce the Voting Location Managers to the new polling location setup.

Mrs. Windnagel thinks that the final P.P.E. concerns when finalized by the Secretary of State should be included in the Poll Worker Manual.

Chairman Ryder asked if there is a possibility the Election could become an all-mail election? The consensus was, no one is sure at this time.

The Board of Elections space in the new County Administration building was discussed. Director Zeigler said the architect's response to our questions regarding space is to add more shelving. Chairman Ryder and Mrs. Carson would like a letter sent by regular mail expressing our deep concerns to the Commissioners, the County Administrator, and the Prosecutor. Director Zeigler and Deputy Director

Lane do not feel they should sign off on the current plan. The building may not begin on schedule due to the current County finances.

Mrs. Carson asked if we had received any write-ins? Director Zeigler stated not at this time. Mrs. Carson wants to have the number of absentee applications on the Agenda and our website. Triad usually starts the absentee updates when we send out UOCAVA Ballots but we will call and start implementing earlier.

Mrs. Carson wondered if we had signage to post regarding the wearing of masks. Chairman Ryder said for Director Zeigler to just tell everyone.

Director Report - Director Zeigler updated the Board regarding the Endpoint Security Directive. More software and more monitoring, and he will be working with Blue Spark. We will endeavor to meet the Directive. He stated he is pleased with the office team. He also informed the Board that Attorneys who work on Election Day will receive CLE credit. Mrs. Carson does not want the attorneys working on Election Day to override the Polling Location Managers.

Deputy Director Report - Mrs. Lane informed the Board that she is working on ballot quotes, obtaining P.P.E. , ordering absentee envelopes, training new staff, handling the NCOA mailing and helping with the duties of the new Registration Supervisor as well as learning her new duties.

ShoMore DeNiro our Regional Liaison joined us near the end of the meeting and suggested if our concerns regarding the County Administration Building were not addressed we may want to contact the Secretary of State for help.

The next meeting scheduled for: September 17<sup>th</sup>, 2020.

Mr. Pavella made a motion to adjourn the meeting at 11:47 A.M. Mrs. Windnagel seconded the motion. All voted: AYE.